



National Nuclear Security Administration

Sandia Site Office
P.O. Box 5400
Albuquerque, New Mexico 87185-5400



JAN 31 2008

MEMORANDUM FOR: Karen Boardman, Chairman
Federal Technical Capability Panel

FROM: Patty Wagner, Manager *Patty Wagner*

SUBJECT: Annual Workforce Analysis and Staffing Plan Report
for 2007

Reference: Memorandum from Chairman, dated September 28, 2007,
"Federal Technical Capability Panel, Annual Workforce
Analysis and Staffing Plan Report for Calendar Year 2007"

We have completed our workforce analysis and developed our staffing plan in accordance with the guidance provided in the referenced memorandum. Our report is attached.

If you have any questions, please contact me at (505) 845-6036 or Jim Todd the Sandia Site Office Federal Technical Capability Panel Agent at (505) 845-4961.

Attachment

cc w/attachment:

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08-020-AMFO

Section One: Current Mission(s) of the Organization and Potential Changes

1. The Sandia Site Office (SSO) Mission is to provide contract oversight of Sandia National Laboratories (SNL) and serve as the risk acceptance agent for the National Nuclear Security Administration (NNSA). The site office ensures federal personnel are technically qualified to accomplish the oversight required by this mission.
 - Sandia National Laboratories designs all non-nuclear components for the nation's nuclear weapons, performs a wide variety of energy research and development projects, and works on assignments that respond to national security threats -- both military and economic. Sandia Corporation with Lockheed Martin as its parent corporation has been the DOE/NNSA Contractor since October 1, 1993. While most of SNL's work is sponsored by the NNSA, the lab also performs work for other federal agencies, including the Department of Defense, Department of Homeland Security, and others.
 - Sandia National Laboratories employs more than 8500 staff in the fields of engineering, science and technology. The lab performs operations in Albuquerque and Carlsbad, NM; Livermore, CA; Amarillo, TX; Point Barrow, AK; Kauai, HI; and Tonopah and Yucca Mountain, NV.
2. The following changes are projected for Sandia National Laboratories operations (No change in site office technical staffing anticipated):
 - On-site Transportation (nuclear activity);
 - Sandia Pulsed Reactor Facility Burn-up Credit Critical Experiments;
 - Movement of "No Defined Use" Hazardous Materials; and
 - Work to support Environmental Testing activities.

Section Two - SITE CHARACTERISTICS TABLE ¹Number of Hazard Category 1, 2, or 3 Nuclear Facilities⁴:HC 1 _____ HC 2 4 HC 3 3Number of Radiological Facilities²: 121Number of High or Moderate Hazard Non-Nuclear Facilities: 5 Moderate⁵Number of Low Hazard Non-Nuclear Facilities: 774Number of Documented Safety Analyses: 7, with 4 activeNumber of Safety Systems³: 6⁶Number of Site Contractor FTEs: ~11,000 (~8,500 direct M&O Contractor FTEs)Number of Federal Office FTEs: NA – 92/81 Authorized/Assigned

Notes:

1. Sites accountable to multiple Headquarter Program Offices should list FTE needs by each Cognizant Secretarial Office, e.g. Total 22 FTEs (EM – 20, NE – 2).
2. Radiological Facilities are defined in 10 CFR 830 as below Hazard Category 3 Facilities. Hazard Category 1, 2 or 3 Nuclear Facilities should not be double counted as Radiological Facilities.
3. Safety Systems must be credited in a Documented Safety Analysis.
4. The Nuclear Materials Storage Facility DSA was approved, raising the number of HC2 facilities to four.
5. Kauai Test Facility, Z-Pinch Machine and the Component Semi-conductor Research Laboratory were changed to Low Hazard facilities.
6. An evaluation of the Annular Core Research Reactor and Gamma Irradiation Facility DSAs resulted in the reduction of safety systems at each location.

Section 2 - Technical Staffing Summary Table (see Notes below)

TECHNICAL CAPABILITY	For All Facilities ¹		Comments
	Number of FTEs Needed ¹	Number of FTEs Onboard ¹	
Senior Technical Safety Managers	4	4	
Safety System Oversight Personnel ²	1	1	I&C and Mech Sys are SSOE positions (0.5 FTE each)
Facility Representatives ³	10.5	10.5	FR at SNLCA is also Site Manager Representative
Other Technical Capabilities:			
Aviation Safety Manager	0	0	
Aviation Safety Officer	0	0	
Chemical Processing	0	0	
Civil/Structural Engineering	0.1	0	Coverage provided through matrix support from NNSA/SC
Construction Mgmt	0	0	
Criticality Safety	0.1	0.1	Also cover Nuclear Safety Specialist
Deactivation and Decommissioning	0	0	
Electrical Systems	0.1	0	Coverage provided through matrix support from NNSA/SC
Emergency Management	1	1	
Environmental Compliance	4	4	
Environmental Restoration	1	1	Not a Defense Nuclear Facility-related position
Facility Maintenance Mgmt	0.5	0.5	Also covers Technical Training
Fire Protection Engineering	1	2	Training a junior FPE
Industrial Hygiene	1	1	
Instrumentation and Control	0.5	0.5	Performs function as SSOE
Mechanical Systems	0.5	0.5	Performs function as SSOE
Nuclear Explosive Safety	0	0	
Nuclear Safety Specialist	3.9	3.9	Also covers Criticality Safety
Occupational Safety	2	1	To include Explosives Safety
Quality Assurance	4	4	Only 1 position is Defense Nuclear Facility-related
Radiation Protection	1	1	
Safeguards and Security	10	9	None are Defense Nuclear Facility-related positions
Safety Software Quality Assurance	0.5	0.5	Also qualified as Nuclear Operations Manager
Technical Program Manager	0	0	
Technical Training	0.5	0.5	Also covers Facility Maintenance Mgmt
Transportation & Traffic Mgmt	1	1	
Waste Management	1	1	
Federal Project Directors ⁴	6	6	None are Defense Nuclear Facility-related positions
Totals	55.2	54	

Notes:

- These columns identify the number of FTEs needed to perform the Federal Safety Assurance function for your site or office based on potential facility and operational hazards.
- SSO staffing analysis worksheets may be used in this process. They are posted at <http://www.ficp.org>.
- Facility Representative staffing analysis worksheets are posted at <http://www.ficp.org>.
- Federal Project Managers/Directors are not qualified via the Technical Qualification Program but in accordance with DOE O 360.1A using the Project Management Career Development Program.

Section Three: Current shortages and plans for filling them

- High priority positions needing to be filled near term using accelerated recruitment/replacement
 - None
- Medium priority positions needing to be filled using normal recruitment/replacement process
 - Explosives Safety Engineer
 - Protective Force Specialist
- Other positions needing to be covered by alternate means (e.g., matrix, support service contractors, other sites, programs or service centers). Except for short term assignments, matrix coverage should not rely on technical staff already counted in the table.
 - Civil/Structural Engineering and Electrical Systems support are provided by NNSA/SC

Section Four: Projected shortage/surplus over next five years

- Four staff members have indicated a desire to retire in the next five years. Facility Representative and Environmental Compliance are the positions that would be affected by the retirements.

Section Five: General comments or recommendations related to the Technical Staffing

- Sandia Site Office management is concerned with several of the features of the proposed Safety Basis Professional Program; specific concerns include training cost, certification methodology, re-qualification, and skills required of safety basis personnel.